

Mitchell Walk Playgroup

Staff Code of Conduct Policy

Parents and children are entitled to expect the highest standards of conduct from all the Mitchell Walk Playgroup staff. We would expect there to be a warm and welcoming ethos when in the playgroup. As an outstanding playgroup we expect all the policies and procedures to be followed to the letter. This policy has been put into place to help us improve standards. This is also to help protect the staff from any misunderstandings and criticism.

Standards

We expect very high standards from all the staff. We expect high levels of care for all the children, advice for parents if asked for and also respect for the other members of staff. All staff members are expected, by following agreed procedures and without fear of recrimination, to bring to the attention of the Playgroup Supervisor any deficiency in the standards. If it is the supervisor who is causing the concern, then you can either contact the Chairperson or the Whistleblowing Policy may be followed.

Appearance

The appearance of staff is important and can impact the playgroup. Our standards are high and our expectations of all staff is that they conform to the high standards set. The Mitchell Walk Playgroup polo shirt should be worn in setting at all times. Staff should dress appropriately for their job. Thought has to be taken when wearing skirts or dresses with regards to the length. No high shoes should be worn, flat shoes or trainers are more appropriate when working with children. Long hair should be tied back. Only important rings should be worn and studded earrings.

Outside Commitments

All staff should notify the chairperson if seeking additional employment. They should make sure their additional work does not reflect badly on the setting. It must not cause any conflict with their Playgroup employment.

Smoking, Alcohol and Drugs

There is to be no smoking on the premises. No drugs must be taken unless prescribed. No staff member should take any substances that could affect their work. No staff member should be under the influence of drink or drugs during their hours of work.

Personal Hygiene

Personal hygiene must play an essential part in the day to day running of the setting as the staff must lead by example. The staff and children work very closely together and good personal hygiene is important. Personal cleanliness is:

- Your moral duty.
- Your legal duty.
- Something to be proud of.

Daily Personal Hygiene

- Bathe or shower daily.
- Brush teeth several times a day.
- Wash hair regularly and tie long hair back.
- Keep finger nails short
- Have a clean change of clothing every day.

I know you are all very good at getting the children to wash their hands on a regular basis. Please put yourselves first and consider the implications of bad hygiene and what damage it could do to the playgroup. Always wear gloves when changing children and always dispose of nappies etc in a appropriate manner. Refer to health and safety policy.

Staff Appointments

All staff appointed positions will be based on merit. This will avoid any possible action or bias. No staff member will be involved in an appointment where they are related to an applicant or have a close personal relationship outside of work. Staff with the exception of the Supervisor will not be involved in decisions relating to discipline, unless the Supervisor is the one under investigation. No staff member will be involved in pay adjustments.

Mobile Phones

In accordance with the health and safety in setting, mobile phone are not permitted to be carried on your person in setting. Please refer to Mobile Phone Policy.

Social Networking

Social networking should be personal to the staff, you must not comment on your work place, your colleagues, children in setting or parents. Photos should never be put on the internet of the setting or children within the setting. Your profiles should be kept closed and not be accessible to all to see. Staff should not be friends with any of the parents outside of setting. Any staff member found doing any of the above will be subject to disciplinary action. If friends before they start at the setting you must inform the chairperson.

Conclusion

Mitchell Walk Playgroup has an outstanding rating with Ofsted. This is down to the staff at the setting and the organisation of the supervisor. How you all conduct yourselves at work and in your personal lives reflect on the Playgroup. High standards are essential in all aspects of your work. Have respect for the authority figures in setting and each other. Our staff are our strengths and we want to expand on that.

This Staff Code of Conduct Policy was adopted at a meeting of Mitchell Walk Playgroup held on :

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name:

Role:

To be reviewed on (date):

This Policy was reviewed / updated on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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